

2014 Volunteer Fire Assistance Application Process, Criteria & Instructions

Criteria & Instructions

- 1) Public Law 95-313, Sec. 7; requires a 50% - 50% matching share, up to a limit of \$22,500.00. However a limit of \$10,000.00 per fire department has been imposed by Forestry so that more fire departments will have the opportunity to participate. Forestry will also provide match of funds up to 90% with 10% of the total project cost matched by the fire department. ***Local non federal matching funds must be available and documented when application is made. Please furnish the appropriate documentation of matching funds with your application. Failure to provide this documentation will be grounds for disqualification.***
- 2) Fire department service areas must be less than 10,000 in population and the department must be registered with the Alaska State Fire Marshall at the time the VFA application is submitted.
- 3) Fire departments are required to be current on past VFA grants in order to be eligible for this year's program.
- 4) All completed applications meeting the criteria will be evaluated and considered for funding. Awards will be made to maximize the number of rural fire departments that will benefit from this program.
- 5) If the total requested funding exceeds the available funding, the funding will be determined by item priority appropriate for each qualifying request.
- 6) Departments must have appropriate matching non-federal funds available or an in-kind match. All applicants must submit documentation of matching funds or in-kind matching with the grant application.
- 7) Funds granted under this program must be used for items specified in the application.
- 8) Documentation of expenditures with 2013 VFA grant funds must be provided to the nearest Forestry office prior to March 15, 2014. Documentation consists of copies of invoices, and copies (front and back) of canceled checks or warrants used to purchase the approved items. Noncompliance with these conditions will result in disqualification from this program until compliance is met.
- 9) VFA grant funding cannot be used for the following:
 - a. Repair, construction or purchase of buildings.
 - b. Land acquisition
 - c. Pressurized waterlines and hydrants
 - d. Emergency medical equipment

- e. Any equipment not fire related
 - f. Normal operating expenses (salaries, utilities, fuel etc.)
 - g. Footware/boots
 - h. Any single item costing \$4,999.00 or more (including match and shipping)
- 10) Applications will receive a higher rating if one or more of the following conditions are met:
- a. Fire departments have a cooperating agreement with the Alaska Division of Forestry, Department of Interior Agency, or the USDA Forest Service to attack wildland fires within their service area
 - b. Newly established (less than 12 months), State Fire Marshall approved fire departments.
 - c. Fire departments that have not previously received VFA funding
 - d. Purchase of equipment especially used on wildland fires, such as portable pumps, fold-a-tanks, hose, communications equipment, etc.
 - e. Applications requesting training (documented, either structural or wildland)
 - f. Documented match exceeds 10%.
- 11) For 10% matching purposes \$1,000.00 worth of in-kind services may be used by the Fire Departments in lieu of copies of invoices and cancelled checks. In-kind services can be unpaid attendance at fire protection training courses and/or workshops, at the equivalent pay rate of EFF-3 or attendance at fire protection training courses and/or workshops at the employee's normal Fire Department pay rate, if the employee is a paid employee of the Department. Documentation will consist of a roster of the course or workshop, title and brief description, date, employee's names in attendance and signature, hours and total equivalent of pay (at current EFF-3 pay rate). For 2013 the EFF 3 pay rate was \$14.24 per hour. The rate for 2014 has not been established yet but may be slightly higher than the 2013 rate.

VFA Application Process

- 1) Application for funds must be made on the "2014 Volunteer Fire Assistance Application".
- 2) On the application, be sure to list the name of the individual who is knowledgeable about the needs of the department and who has the authority to speak for the department and the telephone number(s) for this individual.
- 3) On the application show in as much detail as possible what the grant funds and matching funds will be used to purchase. Rank your items by priority, with your most important item first.
- 4) Type, sign, date and return with your application; Assurance – Non Construction Programs and Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements forms and

provide documentation of VFD 10% matching minimum share. If you have the ability to sign digitally in Adobe do so.

- 5) Application packages must be post marked or scanned and emailed by March 15, 2014.
- 6) Successful applicants can expect to be notified by June 1, 2014. VFA Funds can be expected to be distributed by August of 2014. The date that funds are received and redistributed is a projected date and may actually vary. ***Funding for this program is dependant on continued receipt of federal funds and is not guaranteed.***
- 7) Questions may directed to the Fire Management Office or Area Forester. Keep one copy and send the original application, properly signed, dated and addressed including zip code to your nearest Forestry Office:

Northern Region

c/o 550 West 7th Suite 1450
Anchorage, Alaska 99501
(907)269-8471

**Arlene Weber-Sword, Fire
Staff Officer**
arlene.weber-sword@alaska.gov

Mat-Su Area Office

101 Airport Road
Palmer, Alaska 99645
(907) 761-6300

Norm McDonald, Fire Mgmt. Officer
norman.mcdonald@alaska.gov

Delta Area Office

P.O. Box 1149
Delta Junction, Alaska 99737
(Mi. 267.5 Richardson Hwy.)
(907) 895-4225

Al Edgren, Area Forester
al.edgren@alaska.gov

Southwest Area Office

c/o 3700 Airport Way
Fairbanks, Alaska 99709-4699
(907) 451-2660

Mike Roos, Fire Mgmt. Officer
michael.roos@alaska.gov

Fairbanks Area Office

3700 Airport Way
Fairbanks, Alaska 99709-4699
(907) 451-2600

**Ed Sanford, Acting Fire Mgmt
Officer**
edward.sanford@alaska.gov

Kenai/Kodiak Area Office

42499 Sterling Highway
Soldotna, Alaska 99669
(907) 260-4200

Howie Kent, Fire Mgmt. Officer
howard.kent@alaska.gov

Tok Area Office

Box 10
Tok, Alaska 99780
(Mile 123 Tok Cutoff.)
(907) 883-5135

Jeff Hermanns, Area Forester
jeffrey.hermanns@alaska.gov

Northern Southeast Area Office

P.O. Box 263 (Gateway Building)
Haines, Alaska 99827
(907) 766-2120

Roy Josephson, Area Forester
roy.josephson@alaska.gov

**Valdez/Copper River Area
Office**

P.O. Box 185
Glennallen, Alaska 99588
(907) 822-5534

Gary Mullen, Area Forester
gary.mullen@alaska.gov

Southern Southeast Area Office

2417 Tongass Avenue, Suite 213
Ketchikan, Alaska 99901
(907) 225-3070

Pat Palkovic, Area Forester
patricia.palkovic@alaska.gov